



Application for Use of the Turkey Run Education Center (TREC)

Thank you for choosing Prince William Forest Park!

To ensure an easy processing of your application, please read and complete this application thoroughly. Your application will not be processed if signatures are left incomplete or if either page is missing from your application package.

The Application Process:

Applications are processed in the order they are received. Applications cannot be received more than 60 days in advance of your requested reservation date. If we can accommodate your request, a Turkey Run Education Center (TREC) permit will be mailed directly to you. A non-refundable fee of \$75.00 must be included in this application (\$25.00 application fee + \$50.00 reservation fee). If you are reserving the classroom for more than one day, the remaining fees of \$50.00/day must be paid upon your arrival to Prince William Forest Park. **Please note that your reservation permit does not include the park's \$5.00 per vehicle entrance fee (good for 7 consecutive days) paid upon arrival.** If your group is an accredited scientific or educational institution using TREC for strictly scientific or education programs, an entrance fee waiver may be available. Contact the park's Education Coordinator at 703-221-7181 for more information.

The Classroom:

The Turkey Run Education Center (TREC) is a reservation-required facility for organized groups available year-round from 8:00 AM to 5:00 PM. TREC has classroom-style tables and chairs to accommodate up to thirty people. Upon request, the classroom also has a projection screen and slide projector, dry erase board and markers and a TV/VCR. An LCD projector is not available. A drink machine and public restroom is located behind the TREC building. There are no photocopiers or food machines available within Prince William Forest Park. Route 1, approximately five miles from TREC, is the closest commercial area with a variety of food choices available.

Cancellation Policy:

No refunds will be given due to cancellations. Reservations may be rescheduled for a future date.

Check-in/Check-out:

Check-in is no earlier than 8:00 am. Check-out must be by 5:00 pm or as listed on your TREC permit.

Parking:

Parking is available in the Turkey Run Ridge parking lot, however space is limited as this is a public parking area. Carpools are encouraged.

Leader Responsibility:

The group leader is responsible for ensuring the group's compliance to the rules and regulations of the National Park Service.

Emergencies and Safety:

If an emergency occurs while you are using TREC, contact the nearest park ranger on duty or call the National Park Service Emergency Dispatch Center at 1-866-677-6677 or 9-1-1 using the payphone located in the Turkey Run Ridge Parking lot. Both of these numbers are posted on the payphone. A first aid kit is located in the TREC classroom. Park Rangers are available at the visitor center every day from 9 AM to 5 PM, except Thanksgiving, Christmas Day and New Years Day.

I hereby state that I have read and understand the above rules and regulations and understand that I am responsible for insuring the permitted group's compliance to the rules and regulations of the National Park Service. Violation of National Park regulations is a violation of Federal Law and may result in eviction from the park, fines or mandatory appearance in Federal Court.

Applicant Signature

Date

Prince William Forest Park

National Park Service
U.S. Department of the Interior

Prince William Forest Park
Triangle, VA



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Your permit will not include the park's \$5.00 per vehicle entrance fee (good for 7 consecutive days) paid upon arrival.

Group Information:

Today's Date: _____
Group Leader: _____ Group Name: _____
Sponsor: _____ # in Group: _____ (estimate high if unsure)
Address: _____
Street No/PO Box _____
City, State Zip _____
Phone: _____ Fax: _____

Reservation Information: We will try to accommodate your first choice if possible. Please provide a 2nd choice.

1st Choice: _____ to _____
Arrival Date (mm/dd/yyyy) Departure Date (mm/dd/yyyy)
2nd Choice: _____ to _____
Arrival Date (mm/dd/yyyy) Departure Date (mm/dd/yyyy)
3rd Choice: _____ to _____
Arrival Date (mm/dd/yyyy) Departure Date (mm/dd/yyyy)
Arrival Time: _____ AM/PM Departure Time: _____ AM/PM
No earlier than 8 AM No later than 5 PM

Equipment Needs:

☐ TV/VCR ☐ Dry Erase Board and Markers ☐ Projection Screen ☐ Slide Projector

Please Note: Pages 1 and 2 of your application must be received by Prince William Forest Park to ensure processing.

Prince William Forest Park
Attn: TREC
18100 Park Headquarters Road
Triangle, VA 22172
Phone: 703-221-7181

Checks payable to **National Park Service**

Applicant Signature

Date

Federal Tax I.D # or SSN

For Official Use Only

Assigned Permit #: _____

Employee Receiving Request _____

Date Request Received _____